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MEMORANDUM FOR: Comptroller
Director of Security
✓ Chief, Management Staff

18 OCT 1954

SUBJECT : Use of Standard Form 50 as Notification of
Confidential Funds Personnel Actions

Your concurrence is requested in the attached staff study proposed for approval by the Assistant Director for Personnel. Its approval would result in the adoption of a modified Standard Form 50 (SF-50), Notification of Personnel Action, for the authentication and notification of official personnel actions involving employees paid from confidential funds. Standard Form 52 (SF-52), Request for Personnel Action, would no longer be used for notification purposes in lieu of the SF-50, although the SF-52 would continue to be used for the purpose of requesting official personnel actions.



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Chief, Planning and Analysis Staff
Office of Personnel

Attachment
Staff Study

Document No. 003

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. (CHANGED TO): TS S C

Auth: DDA Form, 4 Apr 77

Date: 22 Feb 78 By: [Signature]

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18 OCT 1954

MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT : Notification of Confidential Funds
Personnel Actions

1. PROBLEM:

To provide a more effective and economical method of notifying individuals and components concerned that an official personnel action has been authenticated by the Office of Personnel when the employee concerned is paid from confidential funds.

2. FACTS BEARING ON THE PROBLEM:

- a. In order to insure handling and routing on a "need-to-know" basis, it is necessary that notifications of personnel actions involving employees paid from confidential funds be distinctly different in appearance from those involving employees paid from vouchered funds.
- b. Standard Form 50 (SF-50), Notification of Personnel Action, was designed and promulgated by the U. S. Civil Service Commission (CSC) in 1949 and is the accepted official notification of authenticated personnel actions in general use throughout the Government. In this Agency, the SF-50 is used only when the employee concerned is paid from vouchered funds or when a reassignment involves both a vouchered and a confidential funds position. Standard Form 52 (SF-52), Request for Personnel Action, is used when the employee is paid from confidential funds. *wily*
- c. Guide to the Preparation and Processing of Standard Form 52, Request for Personnel Action, requires operating components to submit up to six copies of the SF-52 when requesting a personnel action involving an employee paid from vouchered funds. Generally, however, the number required does not exceed three. If the employee concerned is paid from confidential funds, however, the requesting office is asked to submit up to eight copies of the SF-52. The purpose of requiring additional copies of the form in the case of confidential funds actions is to provide the Office of Personnel with copies for use in lieu of the SF-50.

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- d. In addition to those required by the Office of Personnel, many requesting offices prepare several extra copies of the SF-52 for internal use.
- e. The majority of SF-52's submitted by requesting offices require one or more pen-and-ink corrections on each copy.
- f. Copies of personnel actions involving employees paid from confidential funds require a **SECRET** security classification.

3. DISCUSSION:

- a. It appears questionable whether the preparation of extra copies of the SF-52 by requesting offices for use by the Office of Personnel in lieu of the SF-50 is justifiable or desirable. In addition to the fact that this procedure places a very heavy burden of work on operating offices -- particularly in the DD/P -- the fact that a majority of SF-52's received in the Office of Personnel require extensive pen-and-ink corrections on each copy, considerably increases the volume of work in the Processing and Records Division of this Office and materially increases the possibility of clerical errors. Often, as many as eight copies must be corrected and occasionally the individual making the corrections is interrupted and accidentally fails to catch every copy. Also, prior to authentication and distribution of the SF-52, all corrections must be carefully checked in the Transactions Section. In some cases, corrections are so extensive or typing so illegible that the SF-52 is re-typed. In addition, the Machine Records and Finance Divisions of the Comptroller's Office are asked to accept, as official, documents which, in many cases, are barely legible and show numerous alterations. The impression is given that any one who wishes to do so can alter this official document at practically any processing stage.
- b. Considerable study has been given to the use of a modified SF-50 for confidential funds actions. It would appear that adoption of the SF-50 for this purpose would obviate the need for the preparation and submission of extra copies of the SF-52 by requesting offices for the Office of Personnel use in lieu of the SF-50, thus eliminating a heavy burden of work in operating offices and in the Office of Personnel. Also, it is likely that clerical errors would be minimized.
- c. A modified version of the SF-50 has been devised which is distinctly different in appearance from the SF-50 currently in use, providing a dependable basis for special handling of either (See accompanying exhibit). Also, in order to minimize outside interest in or disclosure of the Agency's internal procedures, an effort has been made to devise a modification which would not require the prior approval of the CSC or other agency. In this connection, informal discussions with Management Staff and Logistics Office representatives reveal that an SF-50 modified as shown on the accompanying exhibit could be procured through the General Services Administration from the Government Printing Office without prior CSC approval. Prior approval

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(WHEN FILLED IN)

CENTRAL INTELLIGENCE AGENCY

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<p><i>This is to notify you of the following action affecting your employment:</i></p>							
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)				6. EFFECTIVE DATE		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
FROM				TO			
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				9. SERVICE, SERIES, GRADE, SALARY			
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				11. HEADQUARTERS			
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		12. FIELD OR DEPT'L		<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL			
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NONE WWII OTHER 5-PT. 10-POINT DISAB. OTHER				NEW VICE I. A. REG. NEW VICE I. A. REG.			
15. SEX		16. RACE		17. APPROPRIATION		18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	
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